

Community Services Advisory Commission
Regular Meeting
City Hall - Council Chambers
777 Cypress Avenue
Redding, California
March 9, 2011, 3:06 p.m.

MINUTES

ATTENDANCE

The meeting opened with the following Commissioners present; Adam McElvain, Susan Hinz, and John Wilson.

Commissioner Leona McCoach joined the meeting at 3:12 pm.

Also present were Community Services Director Kimberly Niemer, Management Analyst Matthew McCallum, Convention Center Manager John Johnson, Parks Superintendent Mark Burgon, and Executive Assistant Erica Thomas.

PUBLIC COMMENT

None.

CONSENT CALENDAR

The minutes from the Special Meeting held on February 8, 2011 and the Regular Meeting held on February 9, 2011, the monthly Convention Center Activity Report, the monthly Parks Maintenance Activity Report, the monthly Recreation Division Activity Report, and the monthly Tourism Activity Report were presented.

Motion: To approve the Consent Calendar.
(Made by Commissioner Wilson, Seconded by Commissioner Hinz)

AYES: Commissioners McElvain, Hinz and Wilson
NOES: None
ABSTAIN: None
ABSENT: Commissioners McCoach

PRESENTATION ON RECENT PARK MAINTENANCE RESOURCE RE-ALLOCATION EFFORTS

Director Niemer reviewed the efforts of the past few months regarding Parks Maintenance functions and flow. With the reduction in forces, she believes it is important to prioritize work and assign it efficiently.

Parks Superintendent Burgon advised that years ago, while he was working as a Supervisor, he

compiled a book of standards for the group of people he oversaw. The other Supervisors did the same and all manuals were obviously a little bit different. When Parks Maintenance was placed under the Community Services Department, Director Niemer reiterated the need for one group of standards and Superintendent Burgon agreed.

With the help of Susan Roi, Recreation Supervisor, two Parks Maintenance Working Supervisors and two (2) Lead Parks Maintenance Workers - the resulting model was compiled. The current document is a work-in-progress and has not yet been completely implemented in the field, however it is closely modeled after the National Parks and Recreation Association (NPRA) standard operations manual. Superintendent Burgon explained the standards in the document were based on a use and mode determination for each park.

Commissioner McElvain questioned what standard was used with the current Parks Maintenance RFP draft. Director Niemer advised Mode 3 was used.

Commissioner Hinz asked if the acceptance of the report as provided was in their capacity, or was it something that City Council needed to approve? Director Niemer advised that the report did not need to be brought to City Council and the presentation was instead more of a management operation.

Commissioner McCoach asked then if this is simply an information item? Director Niemer advised that is the intent. She stressed it is important that the Commissioners are up to date and familiar with the Parks Maintenance standards.

Motion: To approve the report.
(Made by Commissioner Wilson, Seconded by Commissioner McCoach)

AYES: Commissioners McElvain, McCoach, Hinz and Wilson
NOES: None
ABSTAIN: None
ABSENT: None

CONVENTION CENTER UPDATE

Director Niemer wanted to provide an update with regards to City Council's talks with Bethel Church requesting to make greater use of the facility. City Council directed Director Niemer to engage in further discussion regarding possible agreements with Bethel Church. Director Niemer suggested, since there is a sense of urgency surrounding the terms, that the Commissioners form a sub-committee in order to expedite the process in case an item is produced that needs to be addressed immediately.

Commissioner Wilson asked if either party had made a proposal yet. Director Niemer said a specific proposal had not been made. Commissioner Wilson asked if the City is looking for Bethel Church to make a proposal or if Bethel Church is requiring the City to make a proposal. Director Niemer advised Bethel Church was working on a proposal to present to the City.

Commissioner McElvain questioned what the terms of said proposal would look like and what portion of the talks could be made public at this time? Director Niemer explained the full gamut of options were being explored. Options ranging from Sunday services forty-nine (49) weeks out of the calendar year to a full lease of the entire facility were on the table.

Motion: To form a sub-committee of 2 (including Commissioners McElvain and McCoach)
(Made by Commissioner McCoach, Seconded by Commissioner Wilson)

AYES: Commissioners McElvain, McCoach, Hinz and Wilson
NOES: None
ABSTAIN: None
ABSENT: None

BUDGET UPDATE

Director Niemer explained preparations were being made for the upcoming budget session. At this point, City departments have been made aware that another round of budget cuts are to be expected. Director Niemer also advised that the Community Services Department was compiling a list of Goals & Objectives which would be made available to the Commission after the final draft is prepared.

Commissioner Wilson asked if the budget cuts would affect the level of service for Parks Maintenance discussed earlier. Director Niemer answered conceptually, yes - practically, no. Some of the levels of service included in Modes 4-5 don't match up to most of the facilities that the Parks Maintenance crews tend to. Commissioner Wilson stressed the importance of not destroying the infrastructure that currently exists, even in these hard economic times, to not abandon sites altogether or provide a level of 'no maintenance.' Director Niemer agreed and added that in the Parks Maintenance Resource Allocation plan reflects, by not filling the two open Gardner positions, the cost savings is about \$50,000 and that money is tucked away as a cushion.

Management Analyst McCallum explained the budget process. He indicated the directive of the Community Services Department was to provide 3 versions of the budget. The first, which all General Fund departments were required to provide (with the exception of Police, Fire and Streets), was for a 1% cut. This cut is equal to \$43,000 in Community Services. At 6% the cut would be \$258,000+ and at 11% the cut would reflect \$474,000 in budget cuts. As an example, Management Analyst McCallum explained that the Administrative Division of Community Services currently has a budget of \$350,000 for staff, materials and resources. At 1%, that cut would be \$3,500. At 11%, the cut would be \$39,000 which is extremely difficult in such a small Division. He went on to explain that the Operations and Maintenance (O&M) budget for the Administrative Division of Community Services is \$23,000. Even if the entire O&M budget was removed, the Administrative Office would still need to come up with over \$15,000 in cuts to reach the 11% mark.

Management Analyst McCallum updated the Commission on the Transient Occupancy Tax (TOT) which currently sits at \$2.3 million YTD, which is a gain of 6.55% over last year. However, the last couple months are trending closer to last years actuals. By the end of the year, the TOT should end close to 3% which is up from the 1% that had been projected.

Management Analyst McCallum recalled in 2001 a City Council policy was passed that stated recreation fees recover the direct program expenses. For youth activities, the policy requires 85% of the direct cost be recovered, for adult programs it is 100% of the direct cost. The budget year 2000-2001, before the policy went into place, the Recreation Division Budget was \$894,00, of which 71% was from General Fund contributions. In 2009-2010, General Fund support was 47% of the Recreation Division. In short, the Recreation Divisions budget has almost doubled in the last ten years, the scope of services has increased, however the General Fund contribution, if adjusted by inflation, is less than what it was in 2000.

Commissioners McElvain and Wilson commended the Recreation Division for such an accomplishment. Commissioner Hinz questioned the budget cuts and where the Department would

take a hit, be it personnel, etc. Director Niemer advised every department has had to make cuts, however Community Services has been cut disproportionately. Currently, the Recreation Supervisors and two front office staff are the only employees that are paid out of the General Fund subsidy to the Recreation Division. There is no longer a Recreation Superintendent and while Director Niemer has been picking up some of those duties, the Supervisors have picked up the majority of the load. Simplified, if Supervisors are eliminated due to the budget cuts, a significant number of programs will have to be cut.

Commissioner McCoach asked if there were any statistics available in cities where there was no Recreation Division. Director Niemer explained there are many statistics compiled that reflect the positive aspects provided to the community from recreation activities, however she was not familiar with statistics providing negative results. Commissioner McCoach asked whether or not providing any statistics during the budget process would be helpful? Management Analyst McCallum advised that during the first round, Community Services is tasked with providing the requested numbers to the Finance Department. During the next phase, meetings with the City Manager allows for each department to state why the numbers presented are required, so there will be an opportunity to explain statistics and additional justification.

PROJECT UPDATES

Director Niemer updated the Commission on the following:

The Sunset Playground Project at T.R. Woods Park has picked up steam. The Commission previously considered allocating \$25,000 out of the Partnerships Account in the Park Development Fund. The item will go to City Council to approve a budget resolution at their next meeting. If that action is approved, the funds will be forwarded to West Redding Rotary Club. Build day is scheduled for Saturday, May 21, 2011.

The new stage at Lake Redding Park has been through a couple of re-designs. Another donation has been secured for the project, although more fund-raising is still needed. The Marine Corps League hopes to have to the project complete this summer.

The Buckeye Park Disc Golf Course hosted a tournament (held as a trial run) on Saturday, March 5, 2011. Seventy-five (75) individuals participated. Adjustments will be made and a greater buffer in place between the baskets and the homes in the area before the cement is laid.

Wetlands and Riparian Restoration Project on the other side of the Arboretum. Terry Hanson recently contracted with Elin Klasseen and Bill Ulch for large "spiders/spider webs" made of iron, wire and cables to hang on the pedestrian bridge. In addition, some planting in the area will start soon and that project will be wrapped up by the beginning of summer.

Turtle Bay East - Phase II, which is the area south of the Highway 44 Bridge, will have design work going into effect later this year.

Staff secured another grant for the Reginato River Access for \$17,000 to enhance and improve interpretive and way-finding signage.

COMMISSIONER COMMENTS

Commissioner Hinz questioned the status of the Kapusta Park. Director Niemer advised access to the open space and parking lot has been off of a residential road, built to county standards, which

is very narrow. Easement rights over Latona Road have been questioned and over the last few months a 120 year old easement was found that shows the City does have access rights. Brent Owen, has tentatively agreed to allow an easement for parking on his adjacent property. The agreement is currently being drafted. Once that is complete, the Water Treatment Project will then be able to pay for the road as part of their construction.

Commissioner McCoach questioned the Buckeye Park and the availability of tennis courts. Director Niemer explained the capital money was not available to re-surface the tennis courts. However, she did advise that she was contacted recently by a group that wanted to start a Pickle-Ball league. She advised that the group has some resources and therefore the possibility of starting at South City Park and eventually branching out to Buckeye Park is feasible.

Commissioner McCoach questioned the "Community Branding" notation on the scoring matrix provided after the Priority Setting Meeting with City Council. She further went on to say that Mayor Missy McArthur and Council Woman Francie Sullivan both stated other organizations could be responsible for Community Branding. She suggested that perhaps the Shasta Cascade Wonderland Association (SCWA) should be included in that issue and asked if that was part of their contract with the City of Redding. Director Niemer responded that yes, the SCWA is focused more on tourism and even though there is an overlap, they are mostly working on it amongst themselves. Mayor McArthur noted that she had just convened a group of stake-holders, including SCWA to discuss a branding initiative.

Commissioner McCoach concluded with the suggestion of changing the meeting time for the Community Services Advisory Commission back to 4:00 p.m. Director Niemer advised the Community Services Department was amendable as the Commissioners see fit and suggested the issue be added to the April 13, 2011, agenda.

Commissioner Wilson questioned the status of a new appointment to the Community Services Advisory Commission. Mayor Missy McArthur introduced her nominee Bob Brennan from the audience.

Commissioner McElvain asked when former Commissioner Jayson Waybright would be receiving his clock as he would like to attend the meeting. Director Niemer advised the April 2011 meeting, if Mr. Waybright was available, would be the presentation of the clock and the coat. She advised a notice would go out to all Commissioners confirming.

Ginne Mistal, public comment, questioned the dog parks in Redding and the bags provided for dog "waste." Director Niemer explained the bags were eliminated during the last round of budget cuts. However, there were containers provided around by the Boy Scouts of America whereby people could donate grocery bags as more of a self serve concept. Mrs. Mistal advised the waste receptacle was a more prominent issue. Commissioner McElvain advised the Commission would review the request.

Commissioner McCoach questioned the Benton Dog Park status. Director Niemer advised the Dog Park has a stable board at this time and everything is moving along smoothly.

DIRECTOR COMMENTS

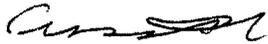
Director Niemer reiterated that Jayson Waybright submitted his CSAC resignation the previous week and is awaiting a nomination by City Council.

Director Niemer also asked for direction regarding the 'No Smoking' ordinance in Parks. Would the Commission like to explore further restrictions on the ordinance. Currently California State

Redding Park, which is currently allowed. Commissioner McCoach advised she was interested in pursuing further restrictions. Commissioner Hinz advised the Community Services already had a huge agenda and unless this matter was pressing, she felt it could be put off until a later date. Commissioners McElvain and Wilson agreed.

ADJOURNMENT

There being no further business, at the hour of 4:06 p.m. Chair McElvain declared the meeting adjourned.



Adam McElvain, Chair